

## WEEKEND KITCHEN TEAM SCHEDULE

(Modify times to fit Rector's Weekend Schedule)

### THURSDAY

|                   | TEAM MEMBER<br>RESPONSIBLE |   |
|-------------------|----------------------------|---|
| 2.00 – 4.30 p.m.  | (_____)                    | Arrival and preparation of Team Supper  |
|                   | (_____)                    | Set up tables   |
|                   | (_____)                    | Take coffee, cream, sugar and coffee pot to 4 <sup>th</sup><br>Day room and snack room downstairs.  |
|                   | (_____)                    | Set up storage area and put away groceries  |
|                   | (_____)                    | Set up kitchen team sleeping area   |
|                   | (_____)                    | Post schedules in Kitchen and mark cupboard doors<br>with inventory sheets  |
|                   | (_____)                    | Prepare coffee for dinner and arrival of weekenders   |
|                   | (_____)                    | Prepare for supper  |
|                   | (_____)                    | Set up serving line   |
|                   | (_____)                    | Set up tables   |
| 5.00 p.m.         | (_____)                    | Team Eucharist  |
| 6.00 p.m.         | (_____)                    | Dinner & Team Meeting   |
| 7.00 - 8.00 p.m.  | (_____)                    | Team Time   |
|                   | (_____)                    | Set up treats for arrival of weekenders   |
|                   | (_____)                    | Kitchen team be available to help greet weekenders –<br>guide them to sleeping rooms, help them locate bed,<br>store luggage and take them to Rollo Room. |
| 7.30 p.m.         | (_____)                    | Arrival of weekenders   |
| 9.30 p.m.         | (_____)                    | Do clean up and dishes  |
|                   | (_____)                    | Team photo (be flexible, time could change)   |
|                   | (_____)                    | Assistant Kitchen Rector – coordinate with 4 <sup>th</sup> Day<br>team on when time to take photo.  |
|                   | (_____)                    |   |
| 9.45 – 11.00 p.m. | (_____)                    | Team Time   |
|                   | (_____)                    | Arrange and set tables for Friday breakfast (J)   |
|                   | (_____)                    | Set up serving line for breakfast   |
|                   | (_____)                    | Set up coffee for morning and coffee for Rollo Room<br>to start in morning.   |
|                   | (_____)                    | Prepare for Friday meals  |
|                   | (_____)                    | Practise 'De Colores'   |
|                   | (_____)                    | Plan the details for Friday   |
|                   | (_____)                    |   |
| 11.15 p.m.        | (_____)                    | Full team meeting and prayers   |

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### FRIDAY

#### TEAM MEMBER RESPONSIBLE

|                   |   |  |
|-------------------|---|--|
| 6.00 a.m.         | ( )<br>( )<br>( )                             | Kitchen Team Arises<br>Start coffee<br>Breakfast preparation   |
| 6.30 a.m.         |   | Weekenders arise<br>Morning Prayer for Palanca, 4 <sup>th</sup> Day & Kitchen Teams  |
| 7.00 a.m.         |   | Breakfast for Palanca, 4 <sup>th</sup> Day & Kitchen Teams   |
| 7.30 a.m.         | ( )   | Breakfast for weekenders and Rollo Room Team<br>Kitchen Team is introduced with song and skit.   |
| 8.00 – 10.30 a.m. | ( )<br>( )<br>( )<br>( )<br>( )<br>( )<br>( ) | Team Time<br>Clean up from breakfast<br>Rearrange tables for lunch (E)<br>Prepare for lunch and dinner<br>Practise 'De Colores'<br>Check with Kitchen Angels for the day they have everything they need for post rollo snacks.   |
| 10.30 a.m.        | ( )   | Eucharist with Palanca and 4 <sup>th</sup> Day teams   |
| 11.15 a.m.        | ( )   | Lunch for Kitchen, 4 <sup>th</sup> Day and Palanca teams   |
| 12.00 p.m.        | ( )   | Lunch for Weekenders and Rollo Room Team   |
| 1.00 – 4.00 p.m.  | ( )<br>( )<br>( )<br>( )<br>( )<br>( )        | Team Time<br>Clean up from lunch<br>Rearrange tables for dinner (S)<br>Set tables for dinner<br>Prepare for dinner<br>Practise 'De Colores' without books  |
| 1.50 p.m.         | ( )<br>( )<br>( )                             | DeColores is introduced to Weekenders in the Rollo Room.<br>Kitchen Rector tells story of De Colores (see teaching on page 51)<br>"Chicken" stays in Rollo Room to lead singing of De Colores once more and explains they will be singing it to the kitchen team before meals. |

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### FRIDAY

|                  | TEAM MEMBER<br>RESPONSIBLE |  |
|------------------|----------------------------|--|
| 4.30 P.M.        | (_____)                    | Dinner for 4 <sup>th</sup> Day and Palanca Teams   |
|                  | (_____)                    | Check that paper cutouts of man/woman and church (with pin for each) has been received from Palanca Team and one of each placed at each table setting.   |
| 4.55 p.m.        | (_____)                    | Chicken is brought to the Rollo Room by Gopher. goes through De Colores once.  |
| 5.10 p.m.        | (_____)                    | Dinner for Weekenders, Rollo Room Team and Kitchen Team , Weekenders sing for their dinner.  |
|                  | (_____)                    | Kitchen palanca is introduced by Kitchen Rector for first time – for this meal and previous meals. (Only items given as palanca and who gave them are to be announced. When 4 <sup>th</sup> dayers palanca service (angel) in the kitchen – they are not to be introduced - they are to remain <u>BEHIND THE SCENES.</u> |
| 6.00 – 7.00 p.m. | (_____)                    | Team Time  |
|                  | (_____)                    | Clean up after dinner  |
|                  | (_____)                    | Rearrange tables for Saturday breakfast (U)  |
|                  | (_____)                    | Set tables for breakfast   |
|                  | (_____)                    | Prepare and organize for Saturday  |
|                  | (_____)                    | Kitchen Angels for Saturday  |
| 7.15 p.m.        | (_____)                    | Stations of the Cross practice (Walk through with Palanca & 4 <sup>th</sup> Day Teams as Requested)  |
| 7.50 p.m.        | (_____)                    | DeCuria (poster party)   |
| 9.15 p.m.        | (_____)                    | Stations of the Cross for the Weekenders.  |
| 11.00 p.m.       | (_____)                    | Full team meeting and prayers  |
| 11.30 p.m.       | (_____)                    | Set up coffee for breakfast and rollo room   |

## WEEKEND KITCHEN TEAM SCHEDULE

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### SATURDAY

|                  | TEAM MEMBER<br>RESPONSIBLE |   |
|------------------|----------------------------|---|
| 6.00 a.m.        | ( _____ )                  | Kitchen Team arises   |
|                  | ( _____ )                  | Start coffee  |
|                  | ( _____ )                  | Breakfast preparation   |
| 6.30 a.m.        |                            | Weekenders arise  |
| 7.15 a.m.        | ( _____ )                  | Breakfast for 4 <sup>th</sup> Day Team  |
|                  | ( _____ )                  | Chicken goes down to collect Rollo Room Team  |
| 7.45 a.m.        | ( _____ )                  | De Colores sung by weekenders – begin build up  |
|                  | ( _____ )                  | Breakfast for Weekenders, Rollo Room and Palanca Teams.   |
|                  | ( _____ )                  | Palanca Team introduced   |
| 8.30 a.m. – noon | ( _____ )                  | Team Time   |
|                  | ( _____ )                  | Clean up from breakfast   |
|                  | ( _____ )                  | Rearrange tables for lunch (S)  |
|                  | ( _____ )                  | Prepare for lunch and Agape Dinner  |
| 11.00 a.m.       | ( _____ )                  | Fold napkins for the Agape Dinner   |
|                  | ( _____ )                  | Eucharist for Kitchen, 4 <sup>th</sup> Day and Palanca Teams  |
| 11.45p.m.        | ( _____ )                  | Gopher gets Chicken   |
|                  | ( _____ )                  | Chicken practises De Colores with the Weekenders<br>Chicken leads the weekenders to the dining room |
| 12.00 p.m.       | ( _____ )                  | Lunch entire group  |
|                  | ( _____ )                  | De Colores is sung by the Weekenders<br>4 <sup>th</sup> Day Team is introduced                      |
| 1.00 – 5.00 p.m. | ( _____ )                  | Kitchen palanca for this meal announced   |
|                  | ( _____ )                  | Team Time   |
|                  | ( _____ )                  | Clean up from lunch   |
|                  | ( _____ )                  | Prepare Dinner  |
|                  | ( _____ )                  | Organize for Agape Dinner   |
|                  | ( _____ )                  | Prepare extra coffee for two settings   |
|                  | ( _____ )                  | Rearrange tables in the form of a cross with help of<br>4 <sup>th</sup> Day Team and Angel Crew     |
|                  | ( _____ )                  | Set tables for Agape Dinner – linens, glassware, dishes<br>and utensils                             |

## WEEKEND KITCHEN TEAM SCHEDULE

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### SATURDAY

#### TEAM MEMBER RESPONSIBLE

( \_\_\_\_\_ ) Decorate the tables according to prior design  
flowers, candles etc

( \_\_\_\_\_ ) Set up area for musicians and serenaders

( \_\_\_\_\_ ) Set up a work area in the dining room for servers  
for coffee and other items

( \_\_\_\_\_ ) Meet with entire team and servers to detail the  
procedure of the dinner.

( \_\_\_\_\_ ) Meet with Angel Crew 4<sup>th</sup> Day coordinators

( \_\_\_\_\_ ) Showers and rest time for Kitchen Team

2.00 p.m. Extended break for Weekenders and Rollo Room team

3.00 p.m. ( \_\_\_\_\_ ) Check that paper heart cutout, with a pin, has been  
received from the Palanca Team and placed at each  
table setting.

5.00 – 5.30 p.m. Kitchen Rector(a) dresses for dinner

5.30 p.m. ( \_\_\_\_\_ ) Serenaders gather to rehearse

5.55 p.m. ( \_\_\_\_\_ ) Gopher gets Chicken  
Chicken takes Weekenders to the dining room door  
Chicken disappears.

6.00 p.m. ( \_\_\_\_\_ ) Agape Dinner  
Palanca and 4<sup>th</sup> Day Teams serenade  
Kitchen Rector opens door when ready  
Kitchen team guests escort Weekenders completely  
around table (stopping at head of table and chair)  
Servers serves sparkling apple juice –  
Salad is on the table when the Weekenders sit down.  
Kitchen Team dishes up the food and gives to servers  
to distribute

7.00 p.m. ( \_\_\_\_\_ ) Reset tables  
Set tables for 2<sup>nd</sup> setting (4<sup>th</sup> Day, Palanca and Kitchen  
Teams and servers/escorts)

## WEEKEND KITCHEN TEAM SCHEDULE

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### SATURDAY

#### TEAM MEMBERS RESPONSIBLE

|                  |  |   |
|------------------|--|---|
| 7.30 p.m.        |  | Team Dinner (2 <sup>nd</sup> setting)<br>Angel Team serve team members and invited guests   |
| 8.30 – 8.45 p.m. | ( _____ )<br>( _____ )<br>( _____ )<br>( _____ ) | Team Time<br>Clean up from Agape Dinner<br>Rearrange tables for Sunday breakfast – team only<br>Rollo Room – continental breakfast in the Rollo Room<br>Prepare and organize for Sunday   |
| 8.45 p.m.        |  | De Curia – all teams invited  |
| 10.45 p.m.       |  | Full team meeting and prayers   |
| 11.15 p.m.       | ( _____ )<br>( _____ )<br>( _____ )              | Set up coffee for breakfast. Rollo Room and<br>Congregation<br>Organize for congregational refreshments<br>Set up coffee and coffee cups and organize for<br>morning serenade<br>Wash cups from Rollo Room ( coordinate with 4 <sup>th</sup> Day) |

# WEEKEND KITCHEN TEAM SCHEDULE

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## SUNDAY

### TEAM MEMBER RESPONSIBLE

5.00 a.m.

(\_\_\_\_\_)

Team arises

(\_\_\_\_\_)

Start coffee for serenaders and breakfast

(\_\_\_\_\_)

Set up coffee station fro serenaders with Styrofoam cups  
cream and sugar

(\_\_\_\_\_)

Set up juices for weekenders and table leaders

6.00 a.m.

(\_\_\_\_\_)

Sunday morning serenade

Kitchen team sets up juice with the flowers in the Fellowship  
Hall . Juice and flowers to be distributed by sponsors for  
Weekenders and team for table leaders.

6.15 a.m.

(\_\_\_\_\_)

Pack up time

(\_\_\_\_\_)

Pack bedding and suitcases to cars

(\_\_\_\_\_)

Check set up for breakfast in Rollo Room.

(\_\_\_\_\_)

Morning Prayer for support teams in Palanca Chapel.

7.30 a.m.

(\_\_\_\_\_)

Breakfast

Served continental style in the Rollo room for the  
Weekenders and in the dining hall for the team.

8.15 a.m.

(\_\_\_\_\_)

Team Time

(\_\_\_\_\_)

Rolls/donuts/coffee/juice or whatever is to be served to  
Congregation.

(\_\_\_\_\_)

Clean up from breakfast

(\_\_\_\_\_)

Rearrange tables for lunch (see diagram p35)

(\_\_\_\_\_)

Set tables for lunch

(\_\_\_\_\_)

Set up substantial snack for Rollo room

(\_\_\_\_\_)

Before lunch – check that paper rooster cutout, with a pin,  
Has been received from the Palanca team, and one is placed  
at each table setting.

(\_\_\_\_\_)

Prepare for lunch

(\_\_\_\_\_)

Begin kitchen inventory and start packing up kitchen supplies

(\_\_\_\_\_)

Kitchen Angels for post rollo snacks

1.00 p.m.

(\_\_\_\_\_)

Lunch for all

(\_\_\_\_\_)

Clean up from lunch

(\_\_\_\_\_)

Finish inventory and pack up

(\_\_\_\_\_)

Gather up coffee makers from 4<sup>th</sup> Day Room and Rollo Room

## WEEKEND KITCHEN TEAM SCHEDULE

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### SUNDAY

TEAM MEMBER  
RESPONSIBLE

(\_\_\_\_\_)

Begin cleaning kitchen equipment and restoring kitchen to better order than you found it when you arrived on Thursday.

1.30 p.m.

(\_\_\_\_\_)

4<sup>th</sup> Day Serenade

1.45 p.m.

4<sup>th</sup> Day Eucharist

Clean up from lunch – coordinate with Angel Team  
Kitchen team is to be present at Eucharist

2.45 p.m. (approximate timing)

Clausura – Kitchen Team to attend

3.45 p.m. (approximate timing)

Final clean up

ALL TEAM MEMBERS HELP IN CLEAN UP OF THE CHURCH – UNDER THE DIRECTION OF THE 4<sup>TH</sup> DAY TEAM